



RENEWAL OF DESIGNATED SUBJECTS CREDENTIALS

The designated subjects credential you have been issued requires that you complete professional growth requirements as specified below. Refer to the face of your credential to determine the type of credential you have received. The information below describes specific renewal requirements for your credential. The attached form is to be used to document your completed professional growth activities.

Professional Growth Requirements for Designated Subjects Credential Renewals

For the Professional Clear Adult Education Full-Time Credential the holder must complete 100 clock-hours of planned and approved* professional growth activities.

For the Professional Clear Adult Education Part-Time Credential the holder must complete 50 clock-hours of planned and approved* professional growth activities.

For the Professional Clear Vocational Education Full-Time Credential the holder must complete 150 clock-hours of planned and approved* professional growth activities.

For the Professional Clear Vocational Education Part-Time Credential the holder must complete 75 clock-hours of planned and approved* professional growth activities, and two years of work experience directly related to the subject named on the credential during the period of validity of the credential.

For the third or subsequent Emergency Designated Subjects Vocational Education 30-Day Substitute Permit the holder must complete 30 clock-hours of planned and approved* professional growth activities.

*You must work with a professional growth advisor when completing your professional growth requirement. The advisor must approve the activities you plan, then verify completion of your professional growth activities. Ideally, your professional growth advisor would possess the same type of designated subjects credential as you hold. Ask your employer to assign a professional growth advisor to work with you, or contact the Commission for further information about obtaining a professional growth advisor.

Four Steps to Renewing Your Designated Subjects Credential

Applicants must satisfy **all** of the following requirements:

1. Obtain a professional growth advisor
2. With the assistance of your advisor, plan your professional growth activities
3. Complete your activities and record them on the enclosed Professional Growth Plan and Record. Be sure to have your advisor verify approval and completion of your activities in the appropriate sections of the form.
4. Satisfy **one** of the following requirements:
 - a. submit an application form (41-4), your completed Plan and Record form, and a check or money order for the processing fee
 - b. complete the renewal application form (41-REN), including the self-verification section, and submit with a check or money order to the Commission for processing

For further information about professional growth requirements and acceptable activities, request a *Professional Growth Manual* for Designated Subjects Credentials from your district or county office of education or the Commission.

It is the responsibility of the credential holder to be aware of and complete renewal requirements. Read the *Professional Growth Manual* and consult with your advisor to help ensure that you understand and comply with the regulations.